

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (09/17)		Working Title of Position Stationary Engineer	
		Division and/or Subdivision San Luis Obispo Unit/Ventura Training Center	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Camarillo	
		Class Title of Position Stationary Engineer	
		Position Number 541-343-6712-001	
		Effective Date 12/01/21	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the direction of the Ventura Training Center Chief (Assistant Chief), the Stationary Engineer works independently at the professional level performing a variety of skilled work in the installation, operation, maintenance and repair of boiler, heating, air conditioning, ventilating, lighting, power, water, water treatment, and other systems normally found in various CAL FIRE buildings, structures and support facilities. *Installs, operates and maintains boilers, heating, air conditioning, ventilating, lighting, power, water, water treatment, waste water and other mechanical systems in state buildings and structures. *Repairs and maintains single-phase and multi-phase electrical circuits up to 500 volts. *Repairs and maintains electrical transformers, motors, controls, calibrates control systems for air conditioning, refrigeration, heating and ventilation systems. *Purchases materials, tools and equipment following state purchasing regulations and policies. *Works with and assist other trades when needed. *Makes safety plans and conducts tailgate safety meetings. *Maintains assigned tools/equipment and keeps assigned shop area organized and stocked with supplies. *Inspects the Department's physical plant improvements from the standpoint of maintenance and safety requirements. *Assures compliance of facilities with the applicable Industrial Safety codes.		
20%	*Works with, instructs and supervises Training Center, Camp, Unit and Region personnel, as well as conservation camp inmates, performing facility maintenance and construction related tasks. *Provides training on the proper operation of systems and equipment to Training Center, Camp, Unit and Region personnel, as well as conservation camp inmates. *Identifies and facilitates required and continuing education opportunities for Training Center, Camp, Unit and Region personnel as appropriate. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: Maintains the Arduous Fitness Standard in accordance with Department Policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit tested for respiratory protection equipment. May be subject to working nights, weekends, or holidays as well as overnight travel. Desired Licenses to obtain and maintain: Waste Water Operator, Water Distribution Operator, Water Treatment Operator, Refrigerant License, Fire Alarms Technician, and Backflow Prevention Assembly Tester and Repair.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
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10%	*Aids in preparation of and reviews capital outlay and maintenance budgeting for buildings, structures, and other infrastructure related projects. *Analyzes staffing needs, equipment and material needs and recommends project priorities. *Develops bills of material and produces material cost estimates from working drawings. *Prepares requisitions for specialized construction material items. *Assists Training Center, Camp, Unit and Region staff with ordering construction/maintenance materials. *Estimates project costs for labor and materials. *Interprets, reads, understands and works from blueprints; review plans and specifications. *Provides project sketches and material take-off as needed.
10%	*Prepares project specifications and bidding documents. *Contacts prospective bidders. *Prepares bid packages and summaries necessary for contract awards. *Inspects contract work against contract requirements. *Approves payments to contractors upon satisfactory contractor compliance with contract requirements.
10%	*Assists Region Technical Services staff on special projects throughout Southern Region on an as needed basis. *Provides professional input to construction/maintenance projects throughout Southern Region on an as needed basis. *Travels to special projects throughout Southern Region on an as needed basis.
5%	*Remains current and has a working knowledge of Uniform Building Code, Uniform Plumbing code, National Electrical Code, Uniform Mechanical Code. Safe Drinking Water Act and State Regulations.
5%	Other duties as required or assigned. Obtain and Maintain necessary licenses: Waste Water Operator, Water Distribution Operator, Water Treatment Operator, Refrigerant License, Fire Alarms Technician, and Backflow Prevention Assembly Tester and Repair. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

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Initials and Date